



**DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS**

**Non-Merit Position
(This position is exempt from the State of Delaware Merit System)**

Posting #AOC0501N18

SENIOR LAW LIBRARIAN/SELF-HELP CENTER COORDINATOR

Opening Date:	May 16, 2018	Closing Date:	May 31, 2018
Salary:	\$39,093-\$48,866 per year (Minimum - Midpoint) Pay Grade 13*		
Recruiting For:	New Castle County Law Library		
Location:	New Castle County (Please check this county on your application) Wilmington Delaware		

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: This employee manages the operation of the New Castle County Law Library and Self Help Center for Unrepresented Litigants located in Wilmington and provides general legal research at the direction of a judge. This employee is also responsible for coordinating the Self Help Centers for Unrepresented Litigants housed in the three state law libraries, which are located in New Castle, Kent and Sussex Superior Court courthouses. This employee reports to a judicial superior and is responsible for designing and implementing library policies and procedures for general use; ordering and updating library materials; and supervising the use, maintenance, and security of the library facility. This employee will be responsible for the oversight and management of the library materials, librarian/coordinator staff, and informing members of the public and legal community of library policies and procedures. In addition, duties will include assisting the Chancellor and the Resident Judge in general legal research and procurement of legal resource materials for special research projects. The candidate must be committed to the mission of self-help centers for litigants who are involved in the Justice system without the help of a lawyer and dedicated to learning and instituting the best practices for Delaware's self-help centers. Initially, the candidate will be responsible for making recommendations for physical layout of the centers and identifying materials that should be

purchased for the centers (such as treatises or guides geared toward pro se litigants). Other aspects of this role include:

- Developing protocols (including triage protocols) for the Self Help Centers
- Working with the Coordinators of Self Help Centers for Kent and Sussex Counties for the following:
 - develop programming for the centers
 - identify materials to be offered at the centers
- Providing in depth assistance through community information
- Providing assistance to unrepresented litigants including giving explanation of forms and filing procedures
- Coordinate with the Administrative Office of the Courts on staffing of the centers
- Travel to Kent and Sussex Self Help Centers as needed

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.”

1. Bachelors Degree or higher in Library and Information Science, English, Education, Computer Science or related field.
2. Knowledge of the professional use of a legal research collection.
3. Knowledge of the basic principles of administrative and technical library management.
4. Six months experience performing legal research and applying legal terminology.
5. Knowledge of bookkeeping and accounting practices.
6. Knowledge of computer information systems including automated legal research systems.
7. Ability to communicate courteously and effectively, both verbally and in writing.
8. Demonstrate knowledge of the distinction between providing legal information and giving legal advice.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/>.

Submitting Your Application: Visit the website at www.courts.delaware.gov. Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Mail your application to:

Administrative Office of the Courts
The Renaissance Centre
405 N. King Street, Suite 507
Wilmington, DE 19801
2. Fax your application to: (302) 255-2482, Attention: Human Resources

3. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer